

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2015 On-Demand Youth Leadership Program

Funding Opportunity Number: ECA-ECAPEC-15-050

Office of Citizen Exchanges **Youth Programs Division**

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges, Youth Programs Division for the FY 2015 On-Demand Youth Leadership Program. Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of select U.S. Embassies will support an On-Demand Youth Leadership Program to serve special requests from U.S. Embassies to meet emerging U.S. foreign policy priorities. The program will support the participation of high school youth and adult educators in intensive, substantive three- to four-week exchanges in the United States.

The exchange activities will introduce the participants to a comprehensive survey of civic education, community service, and youth leadership development. The students and educators will participate in workshops, community service activities, meetings with community leaders, and discussion groups and will have opportunities for substantive interaction with each other and their American peers. The award recipient must demonstrate creativity and flexibility in its program planning.

In a cooperative agreement, the Department of State is substantially involved in program activities above and beyond routine monitoring.

Responsibilities of the award recipient for this program include:

1) Recruitment and Selection

- a) The U.S. Embassies in the selected countries will recruit and screen the participants. ECA and the award recipient will work with the U.S. Embassies to develop criteria for participant selection.

2) Preparation

- a) In collaboration with PAS, provide exchange participants with program information and pre-departure materials, and gather information about their specific needs.
- b) Hire and train staff, as needed, to accompany participants during the exchange period. Criminal background checks (which must include a search of the Department of Justice's National Sex Offender Public Registry) must be conducted for all program staff.
- c) Make housing arrangements. Carefully recruit, screen, and select diverse local host families to offer homestays (lodging and meals) to the participants for the majority of the exchange period. Criminal background checks like those conducted for staff must be completed for members of host families (and others living in the home) who are 18 years or older. Monitor housing arrangements to ensure the health and safety of participants.
- d) Orient host institutions, staff, and families to the goals of the program, and to the cultures and sensitivities of the visitors.
- e) Arrange international and domestic travel for the participants (complying with the Fly America Act).
- f) Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits plan for the duration of the exchange, and assist with claims as necessary.

3) Exchange Activities

- a) Design, plan, and implement an intensive and substantive three- to four-week exchange program on the stated themes. The program should be flexible, as exchange dates will be determined in concert with PAS and ECA once the award is made. Exchange activities must promote program goals. Activities will be school and community-based, as appropriate to the project. Recruit local peers to engage in activities with the exchange participants.
- b) Provide opportunities for the adult participants to work with their peers and other professionals, volunteers, and youth advocates with whom they can discuss the support of youth development.
- c) Arrange appropriate community, cultural, social, and civic activities.
- d) Engage participants in at least two community service activities during the exchange. The program should provide context for the participants – identifying community needs, volunteerism, charitable giving, etc. – and a debriefing so that the service activity is not an isolated event and helps participants see how to apply the experience at home.
- e) Provide day-to-day monitoring of the participants' well-being, preventing and dealing with any misunderstandings or adjustment issues that may arise in a timely manner. Inform ECA and PAS about any significant health or safety issues affecting program participants.
- f) Provide a welcome orientation to serve as an introduction to the program and its objectives as well as an introduction to the United States.
- g) Provide a closing session to summarize project activities, prepare participants for their return home, and plan for the future.

4) Follow-on activities

- a) Provide guidance and support to the participants to facilitate the implementation of follow-on projects that reinforce values and skills imparted during the exchange program and help them apply what they have learned to serve their schools and communities.
 - b) Present creative and effective ways to address project themes, for both program participants and their peers, as a means to amplify program impact.
 - c) Support alumni in making presentations or preparing articles to share their experiences once they return home.
 - d) [Optional] Arrange visits by award recipient project staff, workshop/seminar coordinators, or educators to one or more of the participating countries to further projects planned or started during the exchange.
- 5) Design and implement an evaluation plan that assesses the impact of the program (See section D.3j. Program Monitoring and Evaluation of the NOFO).
- 6) Work in consultation with ECA in the implementation of the program, provide timely reporting of progress to ECA, and comply with financial and program reporting requirements.
- 7) Manage all financial aspects of the program, including management of subaward relationships with partner organizations.

All participants will travel on a U.S. Government designation for the J Exchange Visitor Program. ECA will prepare the appropriate DS-2019 forms from the applications of accepted finalists and forward these to our representatives overseas so that participants may apply for J-1 visas for entry to the United States. The award recipient must cooperate in the compliance with the J Exchange Visitor Program. The Bureau will provide an accident and sickness health benefits program for the exchange participants.

II. PROGRAM SPECIFIC GUIDELINES

Selection and orientation: PAS will recruit, screen, and select the participants in the participating countries. PAS will provide a pre-departure orientation for the participants, with program-specific information provided by the award recipient.

Participants: The youth participants will be students between the ages of 15 and 18 who have demonstrated leadership aptitude, an interest in community service and the project themes; exhibit flexibility, maturity, integrity, good social skills, and open-mindedness; and have the motivation necessary to be active and successful exchange participants. The two delegations of 15-25 participants each will also include 2-3 adult participants who are teachers, or community leaders who work with youth; exhibit maturity and open-mindedness; are supportive of the teenage participants; and will remain in positions of influence on young leaders. The adults are to be full exchange participants, but will also serve as chaperones to some extent. They will have program sessions with the youth, as well as separate program activities designed just for them. The participants are expected to be proficient in English.

Exchange Program: The program should consist primarily of interactive activities, practical experiences, and other opportunities that provide an introduction to the civic, cultural, and educational institutions of the United States. Activities should use hands-on methods to help the participants learn about the fundamentals of civil society and community activism, build their leadership skills, and develop similar activities for their peers back home. The Bureau urges applicants to present innovative, resourceful, and effective programming ideas. The successful applicant will propose programming that can take place at different times during the year; e.g. engage youth in school-related activities during a November exchange, but engage them in rec center activities during a July exchange. Applicants should justify their choices by explaining how their program plan will meet the stated goals. Award recipients must be prepared to implement both exchanges during the summer months of June, July, or August if requested.

The activities could include a mix of workshops or seminar sessions, simulations and role-playing, teambuilding exercises, case studies, volunteer service, leadership training, meetings, classroom visits, site visits, and social time among peers. Many of these should be planned in conjunction with participation in school and community activities in a way that is educational both for the exchange participants and their hosts/peers. Exchange participants should not attend classes in a school for more than a few days. All programming should include local peers wherever possible. Cultural and recreational activities will balance the schedule. The program will also provide opportunities for the adult educators to work with their peers and other professionals to learn about new topics and methods in education and support for youth activism.

Examples of the kinds of program activities that may be included:

- 1) Community service/volunteer activities
- 2) Peer training/education workshops
- 3) Teambuilding exercises
- 4) Leadership development with workshop coordinators or organizations
- 5) Meetings with government, community, and business leaders
- 6) Computer training that emphasizes research, critical thinking, and analysis, and the use of the computer and Internet as resources in education and business
- 7) Exercises related to increasing tolerance and developing strategies for future collaboration and cooperation among participants
- 8) Dialogues, simulations, role plays and other activities aimed at helping participants articulate their thoughts about the project's themes
- 9) Visits to historical sites, government and community centers, museums and landmarks that combine learning about principles of government, history, and society with tourism
- 10) Sports, drama, fine arts, musical and other extracurricular activities which provide opportunities for participants to work and play together.

The award recipient will conduct a welcome orientation for the participants upon arrival in the United States to introduce them to the program and the community. Exchanges will end with a closing session that focuses on summarizing the experience, finalizing action plans for activities at home, and preparing for re-entry. The ideas and action plans to be implemented at home should spring from the participants, but the project staff should be prepared to encourage, assist

and direct the participants in developing these plans both during the exchange and during the follow-on period.

Sites: The delegations should spend time in no more than two or three locations so that the participants have time to familiarize themselves with a community. Applicant organizations should describe the rationale for their location selections. The Bureau encourages applicants to consider proximity to sites of historical or cultural interest, access to organizations that can conduct appropriate workshops, and representation of the diversity of the United States. Although not all of the exchanges need to include a visit to Washington, D.C., for some exchange delegations it may be required. Applicants should indicate their ability to arrange a portion of the program in Washington, D.C. In such instances, the Bureau will facilitate a meeting for the participants at the Department of State.

Accommodations: Homestays with local families must be arranged for the majority of the exchange period. By spending much of the exchange in the homestay, the participants get to know an American family and to experience daily life in the United States. Short stays in a dormitory, hotel, or other housing with appropriate adult supervision is an acceptable arrangement for other segments of the program, such as the welcome orientation, the closing session, or special workshops, but should not overtake time in the homestay.

Applicants must describe in their proposals a clear and detailed recruitment, screening, and selection process for host families. They must also provide the families with an orientation prior to the arrival of their exchange participants, emphasizing the goals of the program. Screening needs to include a visit to the home to meet all members of the household to ensure that the host family is capable of providing a comfortable and nurturing home environment. Criminal background and sex offender public registry checks must be conducted for members of host families (and others living in the home) who are 18 years of age or older. The orientation will provide families with detailed information on the exchange program, the parameters of their participation, duties and obligations, and information on cultural differences and practices.

ECA encourages diversity in the recruitment and selection of host families. They may represent diversity in family size and structure, race and ethnicity, socio-economic status, religion, and geography. While exchange participants may share a room with someone of a similar age and the same gender, they must have their own beds. Participants may be placed with host families as singles or in pairs. Host families need to have adequate financial resources to undertake hosting obligations.

Follow-on Activities: The award recipient will design follow-on activities for alumni, in coordination with the U.S. Embassies. Award recipients should plan to support and mentor youth participants in the implementation of their follow-on projects. This may include the provision of materials, serving as a resource or advisor, and/or working with the Embassies and adult participant alumni to help nurture on-going contact with the participants. Continued engagement among the participants, in the form of seminars, newsletters, and online platforms serves to maximize and extend the benefits of the exchange program. Internet access may be limited in some areas; follow-on plans should take this into account. All alumni contact

information gathered by the award recipients on behalf of this program must be made available to the Department of State. Please refer to the Proposal Submission Instructions (PSI) for additional guidance.

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the medium-term impact of the program. The follow-on activities will provide an opportunity to assess the impact of the exchanges on the participants, to determine how their attitudes have changed, and to evaluate the acquisition of knowledge and skills associated with program themes.

Other notes: The recipient organization is responsible for all components of the program outlined in this document. In addition, the Bureau requires recipient organizations to communicate and consult with ECA and PAS on a regular basis about program activities. The organization must also inform the ECA Program Officer of their progress at each stage of the project's implementation in a timely fashion, and will be required to obtain approval of any significant program changes in advance of their implementation. All materials and correspondence related to the program will acknowledge this as a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs. The Bureau will retain copyright use of and can distribute materials related to this program as it sees fit.

The responsibilities of the Department of State will be the following:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Manage the recruitment and selection of the participants overseas, provide pre-departure briefings, and oversee follow-on activities in coordination with the award recipient.
- 3) Issue DS-2019 forms and J-1 visas. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.
- 4) Facilitate interaction within the Department of State, to include ECA, the regional bureaus, and overseas posts.
- 5) Arrange any meetings with Department of State officials in Washington, D.C. and the participating countries.
- 6) Approve publicity and program materials and final calendar of exchange activities.
- 7) Monitor and evaluate the program, through regular communication with the award recipient and possibly one or more site visits.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions Application Checklist. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances - Nonconstruction Programs”
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

- 1) Name of organization/participating institutions
- 2) Beginning and ending dates of the program
- 3) Proposed theme
- 4) Nature of activity
- 5) Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
- 6) Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

Narrative

In 20 double-spaced, single-sided pages (size 11 or 12 font), provide a detailed description of the project addressing the areas listed below.

- 1) Vision: Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire.
- 2) Participating Organizations: Identify any partner organizations for the program, their roles, and the applicant’s reasons for including them.
- 3) Project Activities: Describe the components of the exchanges and how they relate to project themes, including project planning, orientations, educational activities,

cultural activities, meetings, site visits, community service, and the closing session. Explain how the different components relate to each other to create a cohesive, yet diverse, program. Explain how program themes and sub-themes (if any) are integrated into the program components. A detailed draft outline of the three- to four-week exchanges must be included as an appendix. Also, describe support for follow-on activities.

4) Travel, Housing, and Other Logistics: Detail how the applicant will arrange international and domestic travel and ground transportation; stipend disbursement; and relevant administrative matters. Describe the recruitment, screening, and orientation of host families as well as other housing arrangements.

5) Participant Monitoring: Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program.

6) Program Evaluation: In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include a draft survey questionnaire or other technique.

7) Diversity: Explain how the program managers will pro-actively support diversity in program design and content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly to include topical, pedagogical, geographic, urban/rural, ethnic, racial, socio-economic, and religious diversity.

8) Institutional Capacity and Project Management: Outline the applicant organization's capacity to conduct projects of this nature, focusing on competency in the provision of educational and thematic programs and age-appropriate programming for youth. The proposal should also describe how the applicant will staff exchanges occurring at various times during the year. Describe the program staffing (individuals by name and responsibilities), qualifications, structure, and resources. If applicable, include this information for primary partner organizations as well.

9) Work Plan/Schedule: Outline the phases of the project planning and implementation for the entire cooperative agreement period. Provide a draft schedule of daily activities of the exchanges in an appendix.

10) Non-Competitive Continuations: Applicants should provide a brief commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful program performance and the availability of funds.

Additional Information to be Submitted

Detailed Budget

The funding available for this program is approximately \$400,000 and should support approximately 30-50 participants over the grant period in two delegations of 15-25 participants each.

The Bureau reserves the right to reduce, revise, or increase proposal project configurations, budgets, countries and regions participating, and participant numbers in accordance with the needs of the program and the availability of funds. The available funding will support the program and administrative costs necessary to implement the program as described in this

solicitation. Please submit a comprehensive line item budget, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included.

- Suggested program costs include, but are not limited to, the following:
- Staff travel
- Educational materials
- Participant travel (international airfare, domestic travel within the United States, and local ground transportation)
- Orientations
- Cultural and social activities
- Meeting costs
- Lodging, when not in homestay
- Food (primarily group meals when not in homestay)
- Follow-on activities
- Evaluation
- Pocket money for participants' incidental expenses
- Other justifiable expenses directly related to supporting program activities

Significant cost sharing is expected and will enhance the proposal. Stipends for host families are not allowed as a grant-funded or cost-share item. While there is no rigid ratio of administrative to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show strong administrative cost-sharing contributions from the applicant, the in-country partner, and other sources.

In order to budget for international airfare from countries that are not yet identified, please estimate an average cost of \$3,200 per round-trip ticket between the partner country and the United States.

Maximum limits on grant funding are as follows: Books and educational materials allowance-\$100 per participant; Conference room rental costs-\$250 per day per room; Consultant fees and honoraria-\$250/day; Cultural allowance-\$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the grant. Organizations are encouraged to cost-share any rates that exceed these amounts.

Please note that there are no fees for the J-1 visas that foreign participants will use to enter the United States. Applicants should budget for program participants to travel to the U.S. Embassy for visa interviews and should budget to cover the cost of participants' passports, if necessary. Applicants should contact the embassy or a consulate of the host country to find out their visa requirements for U.S. citizens, and should budget for participants' visas, if needed. Exchange participants will be enrolled in the Bureau's Accident and Sickness Program for Exchanges (ASPE) to provide them with health benefits during the exchange. This cost does not need to be included in the budget. More information on ASPE is available at <http://www.usdos.sevencorners.com>.

Please refer to the PSI for allowable costs and complete budget guidelines and formatting instructions.

Letters of Endorsement

Include pledges to participate in the program's implementation from significant partner organizations, including those in the partner country and any receiving a subaward.

Resumes and CVs

Resumes of all program staff should be included in the submission. No one resume should exceed two pages.

Attachments/appendices

Please limit attachments/appendices to those materials essential for understanding the proposed program such as a draft schedule of activities, application forms, or evaluation questionnaires.

First Time Applicant Attachments, if applicable

First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of the program idea:** The proposed program should be well developed, respond to design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Proposals should also provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.
2. **Program planning:** A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above and in the POGI. The substance of workshops, seminars, presentations, school-based activities, and/or site visits should be described in detail. Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the organization will meet the program's objectives and plan.
3. **Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment and selection. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
4. **Institutional Capacity and Track Record:** Proposed personnel and institutional resources in both the United States and in the partner countries should be adequate and appropriate to achieve the program goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

5. **Project Evaluation:** Proposals should include a plan to evaluate the program's success in meeting its goals, both as the activities unfold and after they have been completed. The proposal should include a draft survey questionnaire or other technique, plus a description of a methodology to link outcomes to original project objectives.
6. **Cost-effectiveness and Cost Sharing:** Applicants should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.
7. **Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without Bureau support) which insures that Bureau supported programs are not isolated events.
8. **Multiplier effect/impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

Please refer to the Solicitation Package for further information.

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, contact the Youth Programs Division program officer Greg Marcus, telephone: (202) 632-6363; e-mail address: MarcusGR@state.gov.